

## **CHANGING R\*STARS ACCOUNTING DISTRIBUTION ON AY96/FY96 PURCHASE ORDERS (ENCUMBRANCES) IN ADPICS -- APPLIES TO ARF'S**

Some agencies have situations where the fiscal year/appropriation year 1996 accounting distribution currently recorded on a purchase order is incorrect. This may have been caused by a coding error or because the original encumbrance was recorded in an Administrative Revolving Fund (ARF).

1. If you need to change the R\*STARS accounting distribution on a purchase order because an error was made, please follow the instructions below to move the qualifying encumbrance to the proper R\*STARS accounting distribution.

In ADPICS, process an Advice of Change using a 09/31/1996 effective date (FY96). Be sure the 2360 Direct Purchase Order Writing Screen has 09/31/1996 as the effective date, as once this has posted, it will be the date recorded in R\*STARS. Note: **Be sure to CHANGE the effective date** on the screen to 09/31/1996 or the resulting transactions will be recorded in fiscal year 1997.

-If the purchase order shows a status of PVCH (partially vouchered), decrease the existing AY96 accounting to the liquidated amount. Add the new AY96 accounting for the remaining amount. **DO NOT OVERTYPE THE ACCOUNTING.** This method can be used only for items which have not been paid.

-If the purchase order shows a POST status, change to the new AY96 accounting. **DO NOT OVERTYPE THE ACCOUNTING.**

2. Where Purchase Orders have been recorded in an ARF, the agency needs to move the purchase order from the ARF to the proper R\*STARS accounting distribution. Agencies can choose one or both of the following alternatives:

**OPTION #1: Move the ADPICS encumbrance from the AY 96/FY 96 ARF to the AY 97/FY 97 ARF and record the qualifying encumbrances in AY 96/FY 96 directly in R\*STARS.**

Even though these are qualifying encumbrances, they will be treated through ADPICS as if they were non-qualifying. To move the encumbrance from AY 96/FY 96 to AY 97/FY 97 through ADPICS, follow the same steps outlined in the OFM Year End Closing Guide, Chapter 14, Section 1, dated 9-27-96, for purchase orders which are not qualifying encumbrances. See step C2 on page 7 for partially vouchered orders and step C3 also on page 7, for orders with a post status. This method can be used only for items which have not been paid. This process must be completed for each document on a document-by-document basis. The YP Interface type must be entered on the 2360 Direct Purchase Order Writing Screen.

Now record the qualifying encumbrance amount directly in R\*STARS by following the same steps outlined in the OFM Year End Closing Guide, Chapter 14, Section 1, Part C on page 9, dated 9-27-96. This entry can be recorded in total for all of the documents moved above where the R\*STARS accounting distribution is the same up to the total budget balance available in the respective 20 Appropriation/D23 Fund.

The encumbrances recorded directly in R\*STARS using TC 884 would then need to be liquidated in AY 96/FY 97 using TC 887 and the instructions provided on page 10 of Chapter 14, Section 1, of the OFM Year End Closing Guide. In addition, when the goods or services for which the encumbrance was created are received and then paid for, the resulting expenditures will need to be journal vouchered from the AY 97/FY 97 ARF to the AY 96/FY 97 proper R\*STARS accounting distribution.

**OPTION #2: Move the encumbrance from the AY96/FY96 ARF to the proper AY 96/FY96 R\*STARS accounting distribution.**

In ADPICS, process an Advice of Change using a 09/31/1996 effective date (FY96). Be sure the 2360 Direct Purchase Order Writing Screen has 09/31/1996 as the effective date as once this is posted this is the date recorded in R\*STARS. Note, be sure to CHANGE the effective date to 09/31/1996 or the resulting transactions will be recorded in fiscal year 1997.

-If the purchase order shows a status of PVCH (partially vouchered), decrease the AY96 accounting to the liquidated amount. Add the new AY96 accounting for the remaining amount. **DO NOT OVERTYPE THE ACCOUNTING.** This method can be used only for items which have not been paid.

-If the purchase order shows a POST status, change to the new AY96 accounting. **DO NOT OVERTYPE THE ACCOUNTING.**

Under Option 2, no journal vouchers will need to be processed in fiscal year 1997.

Agencies will have until November 22, 1996, to process these transactions. **ABSOLUTELY NO CHANGES OTHER THAN ACCOUNTING CODE CHANGES SHOULD BE MADE TO THESE QUALIFYING PURCHASE ORDER DOCUMENTS.**

A MIDB query has been developed to identify increases in encumbrances on ADPICS documents with a 09/31/1996 effective date. This query will identify any new documents (TC 203), and increases (TC 205 or TC 214) without a decrease (TC 206 and 208). This MIDB query is available to all users through VISION MANAGE. It is in the Accounting Group, Budget 15 and titled **Period 13 ADPICS PO/DPO Increases**. You will be prompted for your MAIN FACS agency.